



DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER & PRESIDIO OF MONTEREY
INSTALLATION LEGAL OFFICE
1336 PLUMMER STREET, BUILDING 275
MONTEREY, CA 93944-3327

REPLY TO
ATTENTION OF

ATZP-JA

9 July 2004

MEMORANDUM FOR ALL

SUBJECT: Point Paper on Purchase and Presentation of Coins

1. PURPOSE: To provide information on the purchase and presentation of unit coins.
2. REFERENCES:
 - a. 10 U.S.C. 1125. Recognition for accomplishments, award of trophies.
 - b. 5 U.S.C. 4503. Agency Awards.
 - c. HQDA Memo 600-70, dated 16 January 2004. Procurement and Presentation of Coins by Headquarters Department of the Army Principal Officials.
 - d. Army Regulation 672-20, Incentive Awards.
 - e. Army Regulation 600-8-22, Military Awards.
 - f. TRADOC Regulation 672-6, Military Coins.
3. DISCUSSION:
 - a. Appropriated Funds (APFs):
 - (1) AR 600-8-22, Military Awards, Chapter 11, provides that appropriated funds (APFs) may be used to purchase coins under the following circumstances:
 - (a) the recipients are military members, units, or Department of the Army agencies;
 - (b) the coin is presented "for excellence in accomplishments and competitions which clearly contribute to the increased effectiveness or efficiency of the military unit" (for example, tank gunnery, weapons competition, military aerial competition, and athletic competitions).
 - (2) HQDA Memo 600-70 provides that a coin may be awarded on a one-time basis to provide tangible, honorary recognition to HQDA and other DOD personnel for acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishment of the Army's mission or where the achievement is unique and clearly contributes to increased effectiveness.

(3) APF-purchased coins may be awarded to DoD or DA civilian employees. The Office of Personnel Management has broadly interpreted 5 U.S.C. 4503. The General Accounting Office has also rendered opinions approving various items that were purchased by agencies and given as awards (restaurant gift certificates, jackets, plaques, desk medallions, etc) (See Army Regulation 670-20, Incentive Awards, 29 January 1999).

(4) TRADOC Regulation 672-6 provides that authorized commanders may not purchase more than \$5,000 worth of military coins in a single fiscal year without HQ, TRADOC Chief of Staff approval.

(5) All purchases of military coins must be tracked and reported through the chain of command each fiscal year. Installation commanders and school commandants must consolidate these reports and forward electronically to the Deputy Chief of Staff for Resource Management, HQ TRADOC, atrbm@monroe.army.mil no later than 1 November for the preceding fiscal year.

(6) Coins purchased with appropriated funds shall not be presented to contractor personnel.

b. Nonappropriated Funds (NAFs): NAFs may be used to purchase and award coins to "recognize civilian and military excellence in athletic or nonathletic competition and proficiency in recreational programs or to acknowledge unusual accomplishment supporting special events (AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, para. 4-11(a)(2)). NAFs may also be used to purchase awards honoring volunteers or gratuitous service personnel at volunteer recognition ceremonies. AR 215-1, paragraphs 4-11e and 4-11k(9). A coin can be classified as an "award."

c. Official Representation Funds: If for protocol purposes, Official Representation Funds appropriated to meet emergency and extraordinary expenses may be used to extend official courtesies to dignitaries, including purchase of coins or other mementos for visiting dignitaries (**not DoD or DA employees**) as explained in AR 37-47, Representation Funds of the Secretary of the Army, para 2-9.

d. Non-Federal Entities (Private Organizations):

(1) APF-purchased coins cannot be given to private organizations (POs) nor to soldiers as an award for participating in a PO activity. However, a PO may purchase coins to be distributed by the installation commander and his subordinates to military members (AR 1-101, Gifts for Distribution to Individuals, para. 6). It is permissible for the command to make a private organization aware of the need for a contribution. The command should not, however, solicit this contribution (AR 1-101, para 7a(5)). Commanders will decide the category of personnel to receive these coins (AR 1-101, para 7b).

(2) Coins purchased by private organizations, or with private funds, may also be given to civilians (e.g., volunteers, PO participants, family members and visiting DoD dignitaries who do not qualify for a memento under AR 37-47).

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4. Point of contact is CPT Young J. Park at (831) 242-6402.